

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-77**

OPEN TO: In-House Candidates Only

TITLE: Chauffeur (DIR)

GRADE: FSN-5 (Rs. 591,556 P.A. to Rs. 1,071,369 P.A.)

Position No: 80065-033

BWW: 48 Hours

OPENING DATE: May 4, 2012

CLOSING DATE: May 17, 2012

AGENCY: USAID

LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as the chauffeur for the USAID Mission Director and occasionally provides transportation service to the other members of the Mission, as directed, in accordance with instructions and schedules provided by the Mission Director and the Executive Assistant. The incumbent is responsible for driving light armored and fully armored vehicles, as assigned, to provide services in support of USAID Pakistan program activities: transports the Mission Director and official visitors, as/when appropriate, to conduct official business within Islamabad to points outside the city. As needed on special occasions and upon request (i.e., VIP visits), the incumbent may be called upon to provide back-up assistance. In the performance of these duties, the incumbent must rely heavily on his/her interpersonal skills, his/her knowledge of the procedures associated with the specific tasks assigned, and the relationships developed in the various Government of Pakistan offices, local companies, and/or governmental international organizations. The incumbent performs daily preventive maintenance and emergency minor repairs, maintains daily trip sheets, and reports all mechanical problems of the assigned vehicle to the Executive Officer. The incumbent must strictly adhere to all rules and regulations of USAID Mission, USAID Pakistan and the laws of Pakistan related to performance of official duties. To perform these duties, special training is required and performance is frequently and critically monitored.

QUALIFICATION REQUIRED:

EDUCATION: Completion of Secondary School is required. Completion of Vocational Training or Apprenticeship as an automotive mechanic also required.

EXPERIENCE: A minimum of 3 years' experience of driving a motor vehicle is required. One year of the 3 years of experience should be with a U.S. Government (USG) Agency or international organization.

LANGUAGE: Level II (limited) English language ability and Level IV (fluent) in Urdu language is required.

KNOWLEDGE: Incumbent must be very well familiar with Pakistani traffic law. Very good knowledge of the physical boundaries that demarcate the perimeters of the various communities throughout Islamabad is required. Good knowledge of other destination points throughout the country; very good knowledge of traffic patterns within Pakistan; excellent knowledge of the locations of various Government of Pakistan's offices and the road systems throughout Islamabad is required. "Hands on" knowledge of, and experience in, operating a 4-wheel drive vehicle as well as performing light vehicle maintenance is required. The incumbent should have sound knowledge of Peshawar and surrounding area roads. Knowledge of Islamabad, FATA and tribal areas, and NWFP is required. Thorough knowledge of Pakistan Highway Codes and basic knowledge of vehicle maintenance and repair is also required.

ABILITIES & SKILLS: Excellent defensive driving skills are required as are strong interpersonal skills. The ability to deal tactfully with passengers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required. Patience and persistence in interacting with working level employees of Pakistan governmental and non-governmental offices to obtain/retrieve documents, is essential. The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required. The ability to complete incident reports accurately is required. Excellent driving skills are required to drive in extreme weather and road conditions, listed below but not limited to heavy rainfall covered roads, rough terrain and dangerous passes on bad and/or narrow, unpaved roads. Must have a valid LTV/HTV (Light and Heavy Transport Vehicle) Pakistani driving license. Must pass initial and recurrent security trainings for driving in hostile high security risk at post. Must be able to pass DS-presented lectures in Surveillance Detection and Attack Recognition as well as the Counter-Terrorist (CT) Driving Class.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-77) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 17, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.